



Natural Resources Conservation Service
Pacific Basin Area
FHB Building, Suite 301, 400 Route 8
Mongmong, GU 96910

ToolKit Problem Report Pacific Basin Area

Dear ToolKit Helpdesk:

Please help me resolve the following ToolKit problem that I am having:

<hr/> Name of person filing report	<hr/> Field Office	<hr/> Computer(s) IP address
<hr/> Contact phone number(s)	<hr/> Fax number	<hr/> E-mail address:

Concise description of the problem:

Does this problem happen on just this machine or other machines in the office?

Does this happen to only this user's account or on other user's accounts on this machine?

Timeline: When did the problem first appear and how long has this problem been happening?

What system changes, if any, are known to you:

Copy the exact wording of all error messages:

Send this report as an attachment to toolsupport@itc.nrcs.usda.gov (ITC Helpdesk 888-311-1444)

Send CC to: Tony Ingersoll, ToolKit Coordinator, Pacific Basin Area (tony.ingersoll@pb.usda.gov)
Carl Coon, IRM Computer Specialist, Pacific Basin Area (carl.coon@pb.usda.gov)
John Santos, IRM Computer Specialist, Pacific Basin Area (john.santos@pb.usda.gov)